G. R. S. 58]

Previous references.

File No. 8-14

19[illegible]

Serial Nos. 11-18

(Gen)

Later references.

preserve

(P-15)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for June 15.

SUBJECT.

Prescribing a form of application for leave of absence by ministerial officers.

GPB—10,000—23-3-16

G.R.S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(Press)

NOTES.

SP File No. 8. 16-15

FILE HEADING.

Execution of extra ordinary printing works in the Govt Press for Heads of Depts.

From

The Director of Agriculture

No. 3060 Dated 7/8-12-14 Received 12-12-14

Diary No. 4825	Enclos.	Spare Copies.	Serial No. 11

BRIEF ABSTRACT OF LETTER.

Forwards copy of a letter from the Supdt Govt Press requesting issue of orders for printing & supplying of two books of 100 pages each of the sample form enclosed

NOTES AND ORDERS.

1/ The form proposed to be printed is Leave application form. The form prescribed for use in the Secretariat is put up for reference. Submit for orders as to the necessity for printing the proposed form.

RR Lus 15/12/15

NOTES—First Sheet.

GPB—35,000—15 6-12

General and Revenue Secretariat.

GP File No. 8 of 191 4-15

Serial No.

2 The form is probably not necessary but as it is almost identical with the one which was supplied from the Press in 1913, orders might perhaps be given to print it

W Ramna Rau
16/1/15

First Member

Other offices get on without such forms+. Please get a form now in use in this office for inspn

19/1/15

(Verify in Comptr's office).

+ (If this is right) please ask the Director why his office needs such forms.

20/1/15

20/1/15

Submitted Draft as per orders

20/1/15

Has it been enquired whether such forms are supplied to other offices?

30/1/15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat. | GP File No. 8 of 1914-15

Serial No.

Similar forms are in use in the Revenue Deptt, the Education Deptt and other Deptts in the case of Gazetted Officers. A copy of the form in use in the Comptroller's Office has been obtained & put up. As for other Offices the Comptroller's Office has no information if any forms for leave applications are in use & both they were able to say is that no such form is prescribed by rule in the case of the Clerical Establt.

BR 8/2/15 - VB

& Secy) 6-2-15

Please prepare a suitable form which may be used in all Offices. It will regularize ~~applns~~ & speed applications for leave

8/2/15

8-2-15

Draft form is subd

BR 10/2/15 hrs

BR pr Print containing the form & suggesting alterations or addns if any

20-2-15

H. Secs. 1288 of 14.
Received 1/3/15

NOTE—Contn. sheet.

GPB—25,000—3-11-14

4825

G. R. S. 12]

General and Revenue Secretariat. | G.P. File No. 8 of 1914.

Serial No.

Subj.

AM-67 Pt V)
2/3/15

Le
11.8.15

Subd
BR
15-3-15 VS

The alternative draft perhaps
by Br A seems suitable

WR
15-

Dy Secy

I agree
the formal orders be introduced
in all files

1/3/15
WR
18315

1st Issue
Secretary

I agree.
24/3/15 Secy

Order may issue 315
Accdgly.
26/3/15 Secy

6283
27.3.15.

Secy
Asst
26/3/15

NOTE—Contn. sheet.

4825

G. R. S. 12]

General and Revenue Secretariat. | GP File No. 8 of 1914.

Serial No.

Draft. Circular Subd.

28/5-

Issue

5-7-15

Proof of the application forms has been received submitted for approval. If the forms is approved the print order may be signed

29/6/15

Approved

7/15

Memo No. G. 43 dt 3.7.15

To At 2

18 To, The Supdt Govt Press.

" Do - Govt Stationery

" Heads of Depts & D.Cs 2 Dists

Director of Agri

No: G 13854 - 90.

Prescribes a form for application for leave of absence & requests the Supdt. Govt Stationery to print a sufficient no. of copies & to keep ready for supply to various offices.

NOTE—Contn. sheet.

GPB—4,000—13-5-14

DIARY No. 1120

19-13
SECTION A-4-9
FILE No. 111
SERIAL No. 1

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,

No. 3060 ..... December 7th 1914

DIARY No. 4825

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

1914 DEC 15
Supdt. Govt. Press
8-12-15

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
Deptts. of Agriculture, etc., Bangalore.

SIR,

In forwarding herewith copy of letter No. 673 dated 28th November 1914 from the Superintendent Government Press, I have the honour to request you to be so good as to issue necessary orders for printing and supplying me with 100 books of 100 pages each of the sample form herein enclosed.

In this connection I have the honour to state that such books were originally got printed in the Press and the sample form now enclosed is the same with very slight modifications.

I have the honour to be,
Sir,
Your most obedient servant,

Leslie C. Coleman

Director of Agriculture.

Copy of letter No. 673 of 28th November 1914 received from the Superintendent, Government Press, Bangalore.

----------O----------

7

" In returning herewith the enclosure received with your letter No. 2729 dated 26th instant, I have the honour to state that the form being a new one sanction of Government is necessary for printing the same."

Copy

Director of Agriculture.

G.R.S. 28]

98/15

S.P. File No. 8-4
Serial No. 18

Diary No. of letter replied to 4825

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

READ—

, the 191

Date of issue. 19th June 15

Signed by Sir N. Raman Rao

ORDER THEREON.—No. G. 13854-905
with a view to secure uniformity in regard to the submission of applications for leave of absence by ministerial officers, Govt are pleased to prescribe

over

SUBJECT.

15

4

the appended forms for adoption in all the Offices of the State.

2. The Supdt, Govt Stationery is requested to have a sufficient number of the forms printed and kept in stock for supply to the various offices periodically on indent.

MR

To the Secretary

To

The Supdt, Govt Press.

" Do Govt Stationery.

" Heads of Depts and D.C's of Dts.

" Director of Agriculture in Mysore

with ref.ce to his letter No. 3060 &

7th Dec 1914.

Copy to Bk II

Application for leave of Ministerial Officers

1 Name of Office

2. Name of Officer

3. Designation & pay

4 & 4A. age next birthday

4 Leave asked for

(a) Kind

(b) Amount

(c) date of availment

5 Necessity for leave

Signature of the applicant.

I hereby declare that I have no intention of retiring or taking long leave of any kind, for 3 months after my return to duty

Signature of the applicant

6A. Previous Leave. Privilege / Medical / Furlough / L.P.A. / L.W.A. — Documentation / Passage

7. Certificate of leave and the article of M.S.R applicable

Signature of the Cashier or other responsible Officer

8 (a) Recommendation of the Head Ministerial Officer or the Head of Office

(b) Arrangements proposed for absentee's work during the leave

(c) (1) Absentee allowances

(2) Allowances of the acting Officer, if any appointed.

(3) Advance of pay if any to be disbursed to the applicant under Art 176.

9. Orders of the authority empowered to grant to grant leave.

APPLICATION FOR LEAVE OF MINISTERIAL OFFICERS.

1. Name of office

2. Name of officer

3. Designation and pay

4. Age next birthday

5. Leave asked for—

   (*a*) Kind

   (*b*) Amount

   (*c*) Date of availment

6. Necessity for leave

Signature of the applicant.

7. I hereby declare that I have no intention of retiring or taking long leave of any kind, for three months after my return to duty.

Signature of the applicant.

8. Previous Leave—

	In current year.	During past year.
Privilege	....	
Medical	....	
Furlough	....	
Leave on private affairs	....	
Leave without allowances		

9. Certificate of leave and the Article of Mysore Service Regulations applicable.

Signature of the Cashier or other responsible officer.

10. (*a*) Arrangements proposed for absentee's work during the leave.

(*b*) (i) Absentee allowances

(ii) Allowances of the acting officer, if any appointed

(iii) Advance of pay, if any, to be disbursed to the applicant under Article 176

(*c*) Recommendation of the Head Ministerial Officer or the Head of Office

11. Orders of the Authority empowered to grant leave.

Government of His Highness the Maharaja of Mysore.

12

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 13854-905—G. P. 8-14-18, dated 11th June 1915

Leave Applications of Ministerial Officers.

Prescribing a form for—

GPB—24-6-15 -500

Leave Applications of Ministerial Officers.

No. G. 13854-905—G. P. 8-14-18, DATED 11TH JUNE 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 13854-905—G. P. 8-14-18, dated 11th June 1915.

With a view to secure uniformity in regard to the submission of applications for leave of absence by ministerial officers, Government are pleased to prescribe the appended form for adoption in all the offices of the State.

2. The Superintendent, Government Stationery, is requested to have a sufficient number of the forms printed and kept in stock for supply to the various offices, periodically on indent.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Press.
The Superintendent, Government Stationery.
The Heads of Departments and Deputy Commissioners of Districts.
The Director of Agriculture in Mysore with reference to his letter No. 3060, dated 7th December 1914.

Exd.—C. R.

No. G. 13854-905—G. P. 8-14-18, DATED 11TH JUNE 1915.

APPLICATION FOR LEAVE OF MINISTERIAL OFFICERS.

1. Name of office.
2. Name of officer.
3. Designation and pay.
4. Age next birthday.
5. Leave asked for—
   (*a*) Kind
   (*b*) Amount
   (*c*) Date of availment.
6. Necessity for leave.

Signature of the applicant.

7. I hereby declare that I have no intention of retiring or taking long leave of any kind, for three months after my return to duty.

Signature of the applicant.

8.

Previous leave	In current year	During past year
Privilege	.....	.....
Medical	.....	.....
Furlough	.....	.....
Leave on private affairs	.....	.....
Leave without allowances	.....	.....

9. Certificate of leave and the article of Mysore Service Regulations applicable.

Signature of the Cashier or other responsible officer.

10. (*a*) Arrangements proposed for absentee's work during the leave.
   (*b*) (i) Absentee allowances.
   (ii) Allowances of the acting officer, if any appointed.
   (iii) Advance of pay, if any, to be disbursed to the applicant under Article 176.
   (*c*) Recommendation of the Head Ministerial Officer or the Head of Office.
11. Orders of the Authority empowered to grant leave.